



Water Resources Department

# Request for Proposal for Water Resources Capacity Development Study

Water Supply, Water Reclamation, Engineering

Proposals Due: January 4, 2018

## 1. SUMMARY

- 1.1. Request for Proposal (RFP): The City of Greensboro Water Resources Department is hereby inviting RFPs from qualified Consultants, with proven experience and expertise, to provide professional engineering and consulting services to evaluate alternatives for the City to develop its water supply and wastewater capacity. The City is faced with future wastewater capacity challenges and further recognizes that water supply reliability and quality are becoming an ever-increasing issue. This Capacity Development Study is the first step in understanding the City's options to increase both water supply and wastewater capacity.
- 1.2. Internet Web Site for More Information: This document may be viewed and downloaded in PDF format from Water Resources Internet Web Page under **Featured Links** at:  
<http://www.greensboro-nc.gov/water>
- 1.3. Period and Terms of Contractual Agreement: Water Resources Department is interested in obtaining the professional services of consulting firms to provide support in developing a Water Resources Capacity Development Study. Selection of a consultant by the City in response to this Request does not guarantee that professional services will be required, depending upon funding and City Council. The City also maintains sole discretion in selecting the most qualified consultant with the best proposal that fits the City's needs at the time of solicitation.
- 1.4. Qualifications-Based Consultant Selection Process: The Water Resources Department Professional Service Consultant Selection Process is Qualifications-Based. The specific requirements are outlined within the scope.
- 1.5. Due Date: RFPs in response to this Request are due to the City **no later than 12:00 PM, Thursday, January 4, 2018**. Earlier responses are welcome and appreciated.

## 2. PROJECT BACKGROUND

- 2.1. The City of Greensboro's water reclamation facilities are capped at a 56 MGD discharge permit. The City has nutrient loading limitations and stream assimilation capacity restrictions as well with the discharge into South Buffalo Creek. As wastewater influents increase at the water reclamation facility, the State requires the City to begin planning for future options of expansion. In addition to capacity restraints on wastewater discharges, the City's current water supply capacity is limited for growth. At current growth rates, this supply could be exceeded by 2040. The State also requires that the City plan for future water supply expansions. Both water supply

and wastewater capacities have the potential to effect overall growth and development of the City. Understanding and evaluating alternatives to expand our water supply and wastewater capacity is the goal of this proposal.

### **3. ENVISIONED SCOPE OF CONSULTANT SERVICES**

Scope of Consultant's Services: The Scope of Consultant's Services, as currently envisioned by the City, would include but not be limited to the following:

- 3.1. Develop alternatives for additional water supply and wastewater capacity through the evaluation of four feasible alternatives that include the following:
  - Reclaimed water system
  - Indirect potable reuse
  - Satellite water reclamation facility that discharges into the current water supply watershed
  - Options for additional water supply and additional wastewater capacity through policy or re-evaluation of current methods and models.
- 3.2. Fully evaluate each alternative's benefits and challenges with respect to the following criteria:
  - Cost
  - Hazard/Risk Analysis
  - Water Chemistry Challenges
  - Revenue Impacts
  - Water quality or water treatability
  - Water supply reservoir response (safe yield response)
  - Revenue impact
  - Triple bottom line analysis
  - Regulations
  - Required changes to the WWTP and WTP
  - Public education and acceptance
- 3.3. In conjunction with the City, provide a recommended alternative(s) to providing additional water supply and wastewater capacity and provide an implementation plan or a roadmap to moving forward.

### **4. RFP SUBMITTAL REQUIREMENTS**

- 4.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Contractor (Consultant(s) selected for the contract) to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent Contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages. The successful proposer(s), if any, must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts.
- 4.2. This RFP is issued by the City of Greensboro Water Resources Engineering Division. Any questions concerning this RFP shall be submitted in writing and addressed to Jana Stewart, Water Resources, Engineering Division, by mail to the address below or by email to

[jana.stewart@greensboro-nc.gov](mailto:jana.stewart@greensboro-nc.gov). The deadline for questions will be December 11, 2017. All questions will be answered by Addenda.

- 4.3. General: Please submit one original and seven copies of your RFP in a sealed envelope or package, to be received by the City **no later than 12:00 PM, Thursday, January 4, 2018** to the attention of:

**Jana Stewart, PE  
City of Greensboro Water Resources Department  
2602 South Elm-Eugene Street  
Greensboro, North Carolina 27406**

4.3.1. In the interest of fairness to all the Consultants submitting documents and to allow for the City's timely review, **RFPs received after the scheduled receipt time stated above will not be accepted**. All RFPs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of RFPs is welcome and appreciated.

- 5. RFP Organization:** To facilitate the City's objective review of the RFPs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each RFP should contain the following:

5.1. A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (not included in 15 page count.)

5.2. Table of Contents, with page numbers (not included in 15 page count.)

5.3. Information on the following topics (no more than 15 pages) :

5.3.1. Executive Summary: Should address the highlights of the RFP, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.

5.3.2. Project Approach: Describe your firm's approach to the study and how your firm's experience and expertise will allow you to more clearly define the project's objectives and proposed solutions. Please include detailed information on your approach to addressing the benefits and challenges criteria and other evaluation criteria that your firm believes should be included. Describe the planned schedule for timely completion of the project. Please limit the Project Approach to six pages.

5.3.3. Project Team: Please identify the proposed project team and key personnel for the successful completion of the project in partnership with the Water Resources Department. Please include an organizational chart and brief resumes of the project team members. Also, please identify the project manager or primary contact. It is expected that the team members proposed in the RFP will be the ones that will actually work on this project for the City. **You are encouraged to include MWBE's on your project team**; see Special Instructions attached for criteria details. Describe your quality assurance / quality control methods for the project team. Please limit the Project Team response to four pages.

5.3.4. Firm Experience: Please identify similar projects that your firm has worked on. Identify project name, location, project team members, client, and give a brief description of the project and its relevancy to the City of Greensboro's project. Please limit the Firm Experience response to four pages.

## 6. SELECTION OF CONSULTANT / CONTRACTOR

- 6.1. General: This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected Contractor, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own work force.
- 6.2. Qualifications-Based Selection Criteria: RFPs are evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any Consultant during the selection process. Should the City see the need to interview Consultants, the Consultant will be notified as early as possible in the proposal review process. The selection criteria are as follows:
- Understanding of the project and scope of services (20%)
  - Demonstration of exceptional strengths in the scope of services (15%)
  - Experience of the project team and personnel (15%)
  - Firm's experience on similar projects (20%)
  - Firm's experience with NC legislation and/or NC projects pertaining to the subject matter of this study (15%)
  - Compliance with the requirements of the RFP (5%)
  - Compliance with MWBE participation requirements (10%)
- 6.3. Rating and Selection Team: The following individuals will comprise the team responsible for reviewing and rating the RFP's submitted:
- Kristine Williams, Assistant Director Water Resources
  - Michael Borchers, Assistant Director Water Resources
  - Virginia Spillman, Engineering Division Manager
  - Dell Harney, Water Supply Division Manager
  - Elijah Williams, Water Reclamation Division Manager
  - Jana Stewart, Project Manager
  - MWBE Office Representative
  - Planning Department Representative

7. Schedule for the Selection Process: Below is the anticipated schedule for the Consultant(s) selection process. The City reserves the right to conduct interviews, if necessary before final selection.

<u>Item</u>		<u>Date</u>
City of Greensboro issues RFP		November 29, 2017
Questions on RFP Due		December 11, 2017
Completed RFPs due to City of Greensboro Engineering Division, 2602 South Elm-Eugene Street		Must be received by City no later than <b>12:00 PM, Thursday, January 4, 2018</b>
City review of RFPs and Selection of of Qualified Consultant		January 5, 2018 – February 15, 2018